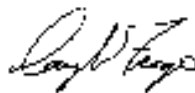


For: FSA Offices

County Committee (COC) Review of Local Administrative Area (LAA) Boundaries

Approved by: Deputy Administrator, Field Operations



1 Overview

A Background

In preparation for a new COC election ballot distribution process, prior year's schedules to prepare for the election are being revised. The review of LAA boundaries must be completed earlier this year than in preceding years. This will allow the eligible voter's list to be updated and provided to the vendor preparing the ballots.

B Purpose

This notice provides State and County Offices with dates to complete reviews of LAA boundaries.

2 Action

A COC Action

COC's shall:

- review 15-AO, Part 3 for reviewing LAA boundaries

Disposal Date

January 1, 2004

Distribution

All FSA Offices; State Offices relay to County Offices

Notice AO-1280

2 Action (Continued)

A COC Action (Continued)

- complete the COC review of LAA boundaries and inform STC of any changes by May 23, 2003, by submitting:
 - boundary changes on FSA-582
 - county map showing the proposed boundary changes
 - justification for the proposed boundary changes with COC's recommendations and DD's concurrence.

Note: COC shall document the review and determinations concerning LAA boundaries in COC minutes.

B STC Action

STC's shall:

- complete the STC review of COC LAA boundary changes and approve by June 30, 2003
- ensure that existing LAA's are correct if COC does not propose changes
- submit STC determinations to COC for action
- document all decisions in the minutes.

3 Updating LAA Data

A LAA Changes

County Offices shall:

- ensure COC and LAA data is updated according to 15-AO, paragraphs 68 through 71
- make any LAA changes by July 15, 2003.

B Contact

For questions about this notice, contact Ken Nagel at 202-720-7890 or ken.nagel@wdc.usda.gov.